



COMPLIANCE PLANNING FY2021

TOP TIPS FOR
COMPLETING THE
COMPLIANCE PLAN
AND
COST ANALYSIS
FROM
MIDC STAFF

CONTACT A
REGIONAL
MANAGER
517-657-3066

Do:

- Meet with your **Regional Manager** and other **stakeholders** to assess the needs of the local system.
- Check the MIDC's website, (the "Grants" tab) for **forms and instructions**.
- **Use the MIDC's forms** for the compliance plan, cost analysis, and attorney roster.
- **Type** the information in the format provided (.pdf or Excel spreadsheets), handwritten documents may be rejected by staff.
- Attach **mileage and travel** rates
- **Save and submit** the documents in the **original format(s) as separate documents** (.pdf or Excel) rather than printing and/or scanning for submission (this saves time if we need to make corrections like fixing typos or math errors).

Don't:

- "Round up" in your math – actual dollar amounts are necessary to evaluate the requests in the compliance plans.
- Leave out details about your plan. Documents are reviewed by many staff members and the full Commission. Some people may not be as familiar with what your system is trying to accomplish.